



# STATE OF CONNECTICUT

## DEPARTMENT OF EDUCATION



**TO:** English Learner Assessment Coordinators

**FROM:** Janet Stuck, Education Consultant  
Special Populations

**DATE:** December 20, 2017

**SUBJECT:** 2017-18 LAS Links Assessing English Learners, and English Learners with Disabilities

English Learner Assessment Coordinators (ELACs) recently attended the ELAC workshop covering policy and procedures for the online administration of the LAS Links assessment to all English Learners in Grades K through 12. This memorandum is a follow-up to the workshop and contains specifics regarding dually identified students, English Learners with an individualized education program (IEP) and English learners with a Section 504 Plan. Topics included in this memorandum are procedures and reminders for assessing English learners participating in alternate assessments, providing accommodations, testing students enrolled in Approved Private Special Education Programs (APSEPs) and ordering accommodated paper test forms.

ELACs were previously e-mailed a [memorandum](#) regarding the requirement for English learners (ELs) in Grades K-12 to be assessed using the Online LAS Links Form C. Some English learners are dually identified, meaning they are both an English learner and a student with disabilities. These students have documentation defining supports and accommodations required for instruction and assessment. These documents are included in the individualized education program (IEP) or a Section 504 plan.

The ELACs are responsible for the administration of the LAS Links to **all** English learners (ELs) in Grades K-12 and, therefore, must work closely with the district special education staff to ensure that the assessment and appropriate accommodations on the LAS Links are provided to the English learner assessed between **January 3, 2018, and March 9, 2018**.

When reviewing rosters of English learners, determine if the student is also a student with a disability. Page 9 of the IEP indicates the assessments selected for the student. Page 8 of the IEP indicates the supports and accommodations that are provided to the student in instruction and assessment. For students with a Section 504 plan, the assessment and potential accommodations should be indicated within its content.

### **Alternate Assessment Participation**

If the EL student with an IEP is in Grades 3-8 or 11 determine if they are participating in an Alternate Assessment (Connecticut Alternate Assessment, Connecticut Alternate Science). This information can be found on Page 9 of the IEP and the district should also have submitted a Learner Characteristics Inventory (LCI) for the student. If the student is in Grades K-2, 9, 10, or 12, determine if the English learner has a significant cognitive disability such that they would qualify for an Alternate Assessment if one were available. These students will **not** participate in the online LAS Links testing or in a paper form. These students will, therefore, be excluded from

reporting and accountability for the LAS Links based upon the data provided to the Connecticut State Department of Education (CSDE). Their English learner status will not change for the 2018-19 school year. If you have an English learner with significant cognitive disabilities please contact **Janet Stuck at 860-713-6837**. Please be prepared to provide the following information when you contact the CSDE:

Student SASID	Student Name	Grade	District Name	School Name	CTAA Yes or No	LCI Submitted Yes or No	ELAC Name	ELAC Phone
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### English Learners with Disabilities and Accommodations for the LAS Links

If the EL student with disabilities has accommodations for testing indicated on Page 8 and 9 of the IEP or within the Section 504 Plan, these supports should be provided when assessing with the LAS Links. Information about the recording and providing of accommodations on the LAS Links can be found in the [Data Recognition Corporation \(DRC\) INSIGHT Portal](#) in the Digital Library under LAS Links Accommodations Guidelines using established usernames and passwords.

As described at the ELAC workshop and in the DRC portal, the use of one or more of the accommodations listed below, available only to English learners with disabilities, must be indicated in the demographic area of the student management area of the DRC INSIGHT Portal. Only the ELAC may receive temporary access to indicate that accommodations are needed for previously determined students with disabilities participating in the LAS Links by following this process:

1. District contacts Janet Stuck at [janet.stuck@ct.gov](mailto:janet.stuck@ct.gov) requesting permission to record LAS Links Accommodations;
2. CSDE verifies and approves via e-mail, copying ELAC and DRC (Joseph Viray);
3. DRC will allow Student Record edit permissions to the ELAC for a one-week period (unless otherwise determined by CSDE); and
4. DRC sends an e-mail to the ELAC once the one-week concludes, copying CSDE (Janet Stuck).

English learners with a disability may be eligible for one or more of the following accommodations which are provided at the time of testing.

- ❖ Alternate response Options (Assistive Technology or Alternate or Augmentative Communication)
- ❖ Braille (see *below*)
- ❖ Large Print (see *below*)
- ❖ Read Aloud for reading passages – Allowed **ONLY** for Special Education or Section 504 students
- ❖ Scribe
- ❖ Sign Language
- ❖ Speech-to-Text (not available on the LAS Links may use scribe)
- ❖ Text-to-Speech for ELA-Allowed **ONLY** for Special Education or Section 504 students with the documented need for passages to be read via computer.

### Information Regarding Read Aloud and Text-to-Speech

<b>LAS Links Read Aloud/Text-to-Speech Accommodation Availability by Content Area</b>				
	<b>ELA</b>			
	<b>Speaking</b>	<b>Listening</b>	<b>Reading*</b>	<b>Writing</b>
<b>Read Aloud</b>	Not Applicable Test Items are read to all students via the computer	Not Applicable Test Items are read to all students via the computer	Any student may have a human reader if needed for Test directions or Item prompts. <b>Only Dually Identified Students may have the passages read to them if it is indicated in their IEP or Section 504 Plan.</b>	Any student may have a human reader if needed for Test directions or Item prompts.
<b>Text-to-Speech (TTS)</b>	Not Applicable Test Items are read to all students via the computer	Not Applicable Test Items are read to all students via the computer	<b>Only Dually Identified Students who have the accommodation of Reader for Passages, (typically for a print disability) may have the Text-to-Speech Accommodation for the LAS Links if it is indicated in their IEP or Section 504 Plan.</b> (If this accommodation is selected it will also be provided for Writing)	Students who do not have TTS selected for reading (because they are not eligible to have passages read to them), but need the TTS accommodation for the Writing Content may have a human reader for the writing content area. Dually Identified Students who have selected the TTS for reading will also be provided TTS for Writing.
*Only ELs with disabilities and the accommodation of Reader of Passages may have Text to Speech for Reading and Writing				

### **English Learners Not Able to Participate in a Subtest Due to a Disability**

Some English learners may be identified as Hearing Impaired or Deaf and will not be able to participate on the Listening subtest of the LAS Links due to this disability. Similarly some English learners may be non-verbal and due to their disability will not be able to participate in the Speaking subtest. Based upon the information provided to the CSDE by the ELAC, the state LAS Links reporting and composite scores will be adjusted (i.e., overall, composite, literacy, comprehension and productive scores). Please contact **Janet Stuck at 860-713-6837**. Please be prepared to provide the following information when you contact the CSDE:

Student SASID	Student Name	Grade	District Name	School Name	Primary Disability	Subtest	ELAC Name	ELAC Phone
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### **English Learners Enrolled in PSIS Attending Approved Private Special Education Programs**

Each reporting district is responsible for testing all English learners (ELs) with the LAS Links Form C between **January 3, 2018, and March 9, 2018**. Some English learners indicated in the Public School Information System (PSIS) attend Approved Private Special Education Programs (APSEPs). English Learner Assessment Coordinators (ELACs) are responsible to ensure these students are assessed within the test window.

Included with this memorandum is the current [APSEP District Administrators \(DA\) List](#) to facilitate communication. **A separate e-mail with the subject line, Outplaced English Learners will be sent only to each individual ELAC identifying their outplaced students.** The list represents English learners identified in the Public School Information System (PSIS) as of December 5, 2017. Please continue to work with your special education staff to ensure these students are accounted for during the testing window.

When communicating with the DA at the APSEP, confirm the testing needs of each English learner, including the following discussion topics.

1. Does the English learner with disabilities have a significant cognitive disability? (see above)
2. Does the English learner with disabilities require accommodations for the LAS Links?

If the student needs accommodations for the LAS Links they would be indicated in the student's Section 504 plan or on page 8 and 9 of the IEP. Follow the steps indicated in the 2017-18 LAS Links Accommodations Guidelines described in the digital library on the [Data Recognition Corporation \(DRC\) INSIGHT Portal](#).

### **Conducting the Online LAS Links at the APSEP**

Reporting districts will manage the online testing of these students via their access to the DRC INSIGHT Portal. The following are options for conducting the online LAS Links for English learners enrolled at an APSEP.

1. The ELAC takes a prepared device to the outplaced site and tests the student(s).

2. The ELAC visits the outplaced school, and using the ELAC credentials, configures the student workstations for testing and tests the student(s).

Please contact the LAS Links help desk for assistance with device set-up if needed at 866-282-2250 or via e-mail at [LASLinksHelpDesk@datarecognitioncorp.com](mailto:LASLinksHelpDesk@datarecognitioncorp.com).

### **2017-18 LAS Links Accommodated Paper Test Procedures**

English learners (ELs) in grades kindergarten through 12 will be assessed using the Online LAS Links Form C. A relatively small group of students, for reasons specified below, will not be able to participate in the Online LAS Links assessment and will need to be administered the LAS Links in a paper form.

The ELAC is responsible for the administration of the LAS Links in paper form, to ELs represented in the following participation groups. Each ELAC will need to order the 2018 LAS Links paper version for English learners who are:

- Students entered into the Public School Information System (PSIS) attending Connecticut public schools, including in state Approved Private Special Education Programs (APSEPs), who have an active individualized education program (IEP) or Section 504 plan indicating a need for a paper-test form, a braille form or a large print form due to a disability;
- Students entered in PSIS who are enrolled in a Non-Approved Private School in Connecticut;
- Students entered in PSIS who are enrolled in Judicial Centers;
- Students entered in PSIS who are enrolled with Transition/Vocational Service Providers; and
- Connecticut students entered in PSIS who are being educated out of state.

Use the [Connecticut 2018 LAS Links Form C Paper Materials Order Form](#). Orders for a paper LAS Links form **must** be placed by **January 16, 2018**. Orders may take up to 2 weeks to ship from the time the order is received. The return request to the United Parcel Service (UPS) for all paper materials should be made by **February 23, 2018**, to allow for scoring of all tests, both paper and online by required deadlines. Districts should keep all mailing and tracking receipts.

#### **Procedures prior to ordering:**

- Review your English learner rosters to determine which students are English learners and which are also identified as Special Education or Section 504. Some of these English learners may be enrolled in Approved Private Special Education Programs (APSEPs). Please work with your special education staff to identify these students as well as the District Administrator for testing at the appropriate APSEP. The [APSEP District Administrators \(DA\) List](#) and the *Outplaced English Learners list* provided via email should help facilitate this process.

### **English learners (EL) With an Individualized Education Program (IEP) or Section 504 Plan Requiring Paper Accommodation**

If the student is an English learner who also has an active IEP or section 504 plan requiring assessment using a paper form, order the appropriate grade-level LAS Links Form C paper form. Confirm the specific needs of the student including, but not limited to:

- **Alternate Assessment Participation**

These students will **not** participate in the LAS Links testing online or in a paper form. These students will, therefore, be excluded from reporting and accountability for the LAS Links based upon the data provided to the Connecticut State Department of Education (CSDE).

- **Braille**

If the EL student has a disability and has the accommodation of braille indicated in an IEP or Section 504 plan, order a braille format of the LAS Links. Be aware the LAS Links is provided in English Braille American Edition (EBAE) contracted format. The braille responses **must** be transcribed by the local district into a scannable document to be returned to Data Recognition Corporation (DRC) to be scored. Use the [Connecticut 2018 LAS Links Form C Paper Materials Order Form](#) and place the order by **January 16, 2018**, and request United Parcel Service (UPS) to pick up and return to DRC by **February 23, 2018**. If you have questions, contact Shirl Proctor at [SProctor@DataRecognitionCorp.com](mailto:SProctor@DataRecognitionCorp.com).

- **Large Print**

If the EL student has a disability and has the accommodation of large print indicated in an IEP or Section 504 plan, order a large print format of the LAS Links. Be aware the responses **must** be transcribed by the local district into a scannable document to be returned to DRC to be scored. Use the [Connecticut 2018 LAS Links Form C Paper Materials Order Form](#) and place the order by **January 16, 2018**. Orders may take up to 2 weeks to ship from the time the order is received. The return request to the United Parcel Service (UPS) for all paper materials to be shipped to DRC for scoring should be made by **February 23, 2018**. If you have questions, contact Shirl Proctor at [SProctor@DataRecognitionCorp.com](mailto:SProctor@DataRecognitionCorp.com).

### **Students Entered Into PSIS Who Are Enrolled in a Non-Approved Private School In Connecticut**

Review your *Outplaced English Learner List*, provided via e-mail, to identify which students are English learners enrolled in PSIS and attending a Non-Approved Private School using public funds. The reporting district is responsible for testing these students. It is important to remember that districts should only be reporting students with disabilities attending non-approved private



schools in PSIS if the district has programmatic responsibility for the student's education through development and implementation of an IEP.

The ELAC is responsible for testing these students and should order a paper form and administer the assessment ensuring appropriate accommodations are provided if the student is eligible. The ELAC may need to collaborate with district administrators for special education to obtain appropriate contacts at the Non-Approved Private School. Use the [Connecticut 2018 LAS Links Form C Paper Materials Order Form](#) and place the order by **January 16, 2018**, and the return request to UPS for all paper materials to be shipped to DRC for scoring should be made by **February 23, 2018**. Shipping takes approximately 2 weeks from the time the order is received. If you have questions, contact Shirl Proctor at [SProctor@DataRecognitionCorp.com](mailto:SProctor@DataRecognitionCorp.com).

### **Connecticut students entered in PSIS Who Are Being Educated Out of State**

Review the *Outplaced English Learner File* to determine if the student is an English learner enrolled in PSIS attending an out-of-state school where the district has accepted programmatic responsibility for the student's education through the development and implementation of an IEP. The reporting district is responsible for testing these students. The ELAC is responsible for confirming that the student is in PSIS. Contact **Janet Stuck at 860-713-6837** at the CSDE and be prepared to provide the following information on the call:

Student Name	Student SASID	Student Grade	District
ELAC Name	ELAC Phone	Out-of-State School Name	Contact at Out-of-State School Contact

An out-of-state paper test kit of materials will be provided to the reporting district. The reporting district will then send the paper test to the contact at the out-of-state school facilitating administration. The district will define a return-to-district date so the district can ensure all subtests are completed and returned in a timely manner to meet the return request date of **February 23, 2018**. The reporting district will then request a UPS pick up date, and use the provided mailing label to return to DRC. A return request to UPS for all paper materials to be sent to DRC for scoring **must** be requested by **February 23, 2018**. The reporting district must ensure the student is administered the LAS Links assessment at the out-of-state school in a secure manner providing accommodations as needed. The reporting district must maintain all tracking receipts for sending and return of tests.

For questions or concerns about assessing English learners or English learners with disabilities please contact Janet Stuck at 860-713-6837 or via e-mail at [janet.stuck@ct.gov](mailto:janet.stuck@ct.gov)

Thank you